

**Community Rebuilders**

An Equal Opportunity Employer

Project Manager

Full Time/Hourly

# About Us

Community Rebuilders is an innovative, mission driven organization working to address the housing and service needs of persons at risk of or experiencing homelessness. We believe in partnering with our consumers and focusing on what strong in their lives, not what is wrong. We are collaborators and partners and have an unparalleled success rate in delivering housing first services.

# Summary

Community Rebuilders is looking for an entry level Project Manager for our Grant Per Diem and HCHV Contract Transitional Housing programs, funded by the Department of Veteran Affairs. The Project Manager works closely with the Divisional Director to plan, organize, manage and deliver resources to bring about the successful completion of a specific project. The Project Manager is responsible for ensuring achievement of all project goals and objectives while honoring project restraint: scope, budget, time. The project manager optimizes the allocation and integration of inputs necessary to meet the project and organizational objectives. As an entry level position, the Project Manager will oversee a single project/contract/grant source bearing responsibility for all regulatory, contract and organizational requirements that must be met to successfully deliver quality services to the defined population. All project managers at Community Rebuilders must complete training and demonstrate competency in strengths- based and solution focused theory, trauma informed services.

# Essential Functions

* Manages assigned Contracts/Grants to ensure project is delivered within scope, budget, and time line and meets all project performance objectives
* Supports business objectives in collaboration with Divisional Director, Executive Team and stakeholders.
* Effectively communicates project expectations to team members in a timely and clear fashion
* Liaises with internal project stakeholders on an ongoing basis and seeks consult with Divisional Director prior to external communication
* Sets and continually manages project expectations with team members
* Plans, schedules, and tracks project timelines and milestones using appropriate tools and reporting mechanisms
* Determine the content of status reports from the project team, analyze results, and troubleshoot problem areas with the support of the Divisional Director
* Initiates project change forms and implementation
* Conducts project post mortems and creates a recommendations report in order to identify successful and unsuccessful project elements.
* Assist with contract/grant application development and completion
* Conduct strategy meetings to identify issues and service delivery requirements, facilitate grant spend out discussions, and obtain senior management input on timelines and deliverables
* Estimates and monitors the resources needed to achieve project goals. Where required, negotiate with other department managers for the acquisition of required personnel /resources from within the organization
* Drafts and submits budget reports and spend out proposals recommending subsequent budget changes where necessary
* Oversee organizational contract/grant development and management activities, and enforce organizational principles of integrity and compliance
* Supports overall organizational objectives by assisting with the management of dependencies between projects within the organization
* Responsible for contract/grant spend out through coordination with Finance team and obtains monthly approval of plan from Divisional Director

**Operational Management**

* Directs and manages project implementation/development from beginning to end
* Develops full-scale project plans based on grants and contracts and associated communications documents/regulations
* Ensures all services are delivered using Community Rebuilders strengths-based trauma informed service delivery model
* Effectively implements Strengths Based Supervision training with employees, hold monthly quarterly and annual review meetings.
* Delegates tasks and responsibilities to appropriate personnel utilizing project management tools and quality assurance resources
* Provides direct services to consumers on an as needed basis, conducts field mentoring and quality control inspections for assigned projects
* Provides training and project performance expertise and examples
* Identifies and resolves issues and conflicts within the project team, managing project dependencies and critical paths
* Develops and delivers progress reports, proposals, required documentation, and presentation in a timely and consistent manner
* Proactively manages changes in project scope, identifying potential crises and devising contingency plans
* Coaches, mentors, motivates and supervises and project team members influencing them to take positive action and accountability for their assigned work
* Documents all strengths-based supervision in Threads Program as required
* Reviews analytics/dashboards monthly and identifies/reports any significant deviations from project goals and deliverables
* Ensures all project data is entered into data systems : HMIS, G.R.A.C.E Network
* Provides direct service to program participants and acts as a role model for all other employees demonstrating application of organizational and project philosophy
* Ensures all project files are in full project compliance at all times
* Completes and shares quarterly project reports at quarterly all staff meetings
* Ensures certification of Housing Resource Specialist and adherence to organizational policy and standards for service delivery
* Participate in on-call rotation as needed
* Other duties as assigned

# Competencies

* Microsoft Excel Skills
* Detail Orientated
* Organizational Skills
* Positive Communication Skills- written and verbal
* Ability to Maintain Confidentiality
* Ability to work as part of a Team
* Highest Integrity and Work Ethic
* Ability to interact with people of diverse backgrounds

**Qualifications**

* Master’s degree in social work or related field
* Minimum of two (2) years of relevant experience (preferably in non-profit)
* Strong analytical skills and problems solving skills
* Excellent organizational and communication skills
* Competency in working with Microsoft Office Suite
* Valid Driver’s License

**Work Environment**

This position works primarily in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machine, file cabinets and printers. May be required to travel to community events, housing inspections, off-site trainings or other events as assigned.

While performing the duties of this job the employee is regularly required to talk, hear, sit, stand, walk, use hands and fingers, reach and lift up to 25 lbs. unassisted.